

Amended – 28 July 2004 – The below announcement is amended to extend the Suspense Date to 3 September 2004. Other changes are as indicated in the text of the announcement.

Amended - 1 July 2004 – The below announcement is amended to provide the following guidance.

Acquisition Education, Training & Experience Board Summer 2004 (Amended)

The portions of the Summer 2004, AET&E announcement pertaining to the Naval Post Graduate School (NPS) are rescinded.

This offering is open only to Civilian Members of the Army Acquisition Logistics and Technology Workforce (AL&TWF)

Naval Post Graduate Distance Learning Opportunity

Open 29 June – 30 July 2004

Amended 28 July 2004 - Board Date on/about ~~10 August 2004~~ 12 October 2004

Amended 28 July 2004 - Projected Course Start Date – ~~September 2004~~ January 2005

Amended 28 July 2004 – Applicants who have already submitted packages for consideration do not have to reapply.

Application requirements stated in this announcement supersede those stated in the AET&E Catalog found on-line and in the AET&E Summer 04 announcement (**Amended 1 July 2004 – except as noted above.**).

GENERAL INFORMATION FOR APPLICANTS

- Applicants must be a current Department of the Army employee occupying an AL&TWF position. Applicants must be in a career, career conditional or permanent status.
- Applicant's must meet all the special requirements/prerequisites and course requirements as described in the AET&E catalog found on the ASC home page.
- Applicants must be certified at Level II in their primary Acquisition Career Field (ACF).
- Priority will be give to applicants who are Corps Eligible (CE) or Army Acquisition Corps Members (AAC)
- IAW the AET&E Policy, individuals who already possess a Master's Degree, regardless of discipline or funding source, are ineligible for consideration for this opportunity

ADDITIONAL INFORMATION

- Applicants and supervisors are reminded that submission of an application to this special AET&E Board is a commitment for the applicant to attend the training.

- In the event that a selected applicant is subsequently unable to attend the training (for any reason), they will be removed from the approved list and be required to reapply for the opportunity at a later date. Selected applicants are required to notify the Director, Acquisition Support Center (ASC) of the need to cancel requested training/education as soon as this is known.
- Only in exceptional circumstances will deferrals be approved, and then only on a case by case basis. Requests for deferral should be sent to the Deputy Director, ASC, for forwarding to the Deputy Director of Acquisition Career Management (DDACM), who is the approval authority for such requests. Approved deferrals will not cross fiscal years.
- Applications must reach the Acquisition Management Branch (AMB), Army Human Resources Command (HRC) NLT 1600 hours on the closing date, 30 July 2004.
- *HRC/AMB is not responsible for late, lost, or misdirected mail. Ensure that you complete and mail your application in sufficient time for it to reach HRC/AMB by the date/time indicated.* **Applications received in Government Postage Paid envelopes will not be considered, nor will they be returned.**
- Applicants are advised that a minimum of 30 **qualified** applicants must apply for consideration in order for a board to be conducted. Additionally, applicants are advised that in the event that the required minimum number of fifteen students for class startup are not selected, selectees will be required to reapply for consideration. Deferrals will not be allowed.

REQUIRED DOCUMENTS:

The following documents must be contained in the application package. Incomplete applications, or applications in the wrong format will not be acknowledged, considered or returned.

_____ **Acquisition Career Record Brief** (ACRB) updated with current information and **signed** by the individual. Contact your Acquisition Career Manager for assistance with updating record brief. **The ACRB requires an original signature.**

_____ **Resume.** All applicants must submit a resume. **No signature required.**

The prescribed instructions and format are provided at the links below.

IN ORDER TO RECEIVE CONSIDERATION, YOU MUST SUBMIT YOUR RESUME IN THE FORMAT PRESCRIBED. IT MUST CONTAIN ALL OF THE REQUIRED INFORMATION. FAILURE TO SUBMIT THE RESUME IN ITS REQUIRED FORMAT WILL RESULT IN A RATING OF INELIGIBLE.

NOTE: These files are in Microsoft Word format. When downloading the documents, it is possible you will receive a message asking for a password. Accept the "anonymous" default, and click "OK" to begin download.

Resume, Part I: [Instructions](#).

Resume, Part II: [Template](#).

Resume, Part III: [Sample](#).

Please review each part carefully before submitting your Resume.



Review **TIPS** page for **TIPS** on writing your resume.

_____ **Performance Appraisals.** Include last 3 evaluations with support forms. **NOTE: Applicants who applied in Spring 04, need not resubmit appraisals unless a new appraisal has been received.** For un-rated periods in excess of 3 months, include memo signed by individual explaining the circumstances. Evaluations must include the associated standards/support form for each evaluation. **Original signatures not required.**

_____ **Senior Rater Potential Evaluation (SRPE)** (Civilians only in Grade 13 and above or the equivalent broad/pay band level. However, it is strongly recommended that all applicants complete and submit a SRPE.) For the purpose of this announcement, the Senior Rater for individuals in a Demonstration Project is defined as the applicant's supervisor's rater. The Senior Rater for individuals under the Total Army Personnel Evaluation System (TAPES) is as defined on their TAPES. SRPEs for individuals providing collocated/dedicated matrix support to DA Chartered (Command Select List (CSL)) PMs or PEOs should be completed by the PM or PEO supported, regardless of pay plan.

Senior Rater Potential Evaluations must be completed on AAC Form 1 and AAC form 1A. Both forms must be submitted.

Original signatures of applicant and senior rater are required.



Review **TIPS** page for **TIPS** on completing the SRPE.

_____ **Individual Development Plan (IDP).** Must be updated (within the previous 6 months) to include AET&E opportunity for which applying and specific course dates if applicable. A supervisor's approval of the IDP indicates his/her commitment to release the applicant to attend the identified training, education, experience opportunity. **SIGNATURE OF APPLICANT IS REQUIRED. Ensure you select the correct school from the drop down menu!**

~~For the projected start date on the IDP, select 30 September 2004.~~

Amended 28 July 2004 – For the projected start date on the IDP, select 31 January 2004



Review **TIPS** page for **TIPS** on completing the IDP.

_____ **Letter of Acceptance from School** Applicants must include a letter of acceptance from the school. **Applicants with CONDITIONAL/PROVISIONAL ACCEPTANCES WILL NOT BE CONSIDERED.** In the event that a formal acceptance letter from NPS has not been received, include a copy of your request to NPS with your application.

_____ **DD Form 1556.** Submit **one** form for **entire** period of education/training, even when training crosses fiscal years. "Signed for" signatures on the DD Form 1556 must be by authorized personnel, e.g. XOs or Deputies etc. Complete the DD Form 1556 as follows:

- All of Section A (self-explanatory)
- All of Section B (for Item #23, project if exact dates are unknown)
- Section C - # 25 Only (obtain cost from school; estimate books)
- Section D - # 32 Only (signed and dated by supervisor)

Leave the "Start" and "End" dates blank on the DD Form 1556.

_____ **DD Form 1610**, Request and Authorization for TDY Travel of DoD Personnel.
(Complete ONLY Items 1 through 15 of the form.) (Not required for students who are attending School of Choice or other local training/education.)

Upon selection for training the Acquisition Support Center (ASC) Resource Management Division will complete the DD Form 1556 and DD Form 1610 and return to the applicant by fax.

ACTIONS TO BE COMPLETED BY APPLICANT.

- Identify appropriate training dates/availability.
- Apply to and receive acceptance from NPS. Proof of acceptance is required.
- Make reservations for accommodations and travel, however, the ASC cannot make any commitments to the provider until funding availability is confirmed and board results released.

Additional administrative information is found in the General Information section of the AET&E policy on the [ASC](#) home page.

MAIL COMPLETE AET&E APPLICATION PACKAGE TO:

Commander
US Army Human Resources Command
ATTN: AHRC-OPF-Q (Johnston) (Announcement # NPS - AET&E-Summer 04)
Room 7N43
200 Stovall St
Alexandria, VA 22332-0411

Due to increased security of the mail, applicants are advised to mail their applications in sufficient time to ensure delivery well before the closing date. The Acquisition Management Branch, HRC is not responsible for lost, misdirected, non-delivered mail.

ADDITIONAL INFORMATION:

- Faxed, scanned or any other electronic submissions will not be accepted, nor will they be considered as having met the suspense date.
- Applications submitted in Government Postage Paid envelopes will not be considered.
- Applications must be received at HRC by the suspense date to receive consideration. Applications received after the closing date will not be acknowledged, considered or returned.
- Applications must reach the AMB, HRC NLT 1600 hours on the closing date, **30 July 2004**. HRC/AMB is not responsible for late, lost, misdirected mail. Ensure that you complete and mail your application in sufficient time for it to reach AMB by the date/time indicated.

POC for administrative assistance is [Cathy Johnston](#).

Privacy Act Information

The Office of Personnel Management (OPM) is authorized to rate applicants for Federal jobs under Sections 1302, 3301, and 3304 of Title 5, US Code. Section 1104, Title 5, allows OPM to authorize other Federal agencies to rate applicants for Federal jobs. Information you put on your resume and other forms is needed to see how well your education and work experience qualifies you for Federal jobs. We may also need information such as citizenship and military service to see what laws we must follow in deciding whom the Federal Government may employ. Your social security number (SSN) is required to keep your records separate from other applicants who may have the same name and date of birth. We may also use your SSN to request information about you from schools, employers, banks, and others who know you but only as allowed by law or Presidential directives. Information you provide may also be given to Federal, State, and local agencies checking for violations of the law or other lawful purposes. Providing this information is voluntary. However, your application cannot be processed if you do not provide this information.

THE DEPARTMENT OF THE ARMY IS AN EQUAL OPPORTUNITY EMPLOYER.

Applicants will receive appropriate consideration without regard to non-merit factors such as race, color, religion, sex, national origin, marital status, sexual orientation except where specifically authorized by law, age, politics or disability which do not relate to successful performance of the duties of this position. Otherwise qualified applicants with disabilities who need reasonable accommodation may notify the agency Point of Contact on this announcement of their need.